The Business education world

The AMERICAN SHORTHAND TEACHER

Edited by John Robert Gregg

Index
to
Volume VI

September, 1925 — June, 1926

HF1101
.B87

EBB Dec. 5, 1930.
BCB Feb. 13, 1940

The American Shorthand Teacher
INDEX
to
Volume VI

Index to American Shorthand Teacher

Volume VI

Miscellaneous

Accountancy Congress to be Held in Amsterdam 332
All Set for the O. G. A. Contest? Let's Go! *(by Florence E. Ulrich)* 239
Americans Invited to British N. G. A. Meeting 330
Are You An O. G. A. Member? 272
Automatics *(by Mrs. Edward A. Ashley)* 8
Basic Shorthand Vocabulary of the Most Common Words, A 208, 240, 288, 336, 384
Bay Path Moves to Larger Quarters 262
Business Training in the Far North *(by La Dessa Hall)* 323
Class Drills on the O. G. A.: September, 15; October, 45; November, 83; December, 109; January, 142; February, 207; March, 243; April, 271; May, 339; June, 375; on the Contest Copy, 109, 142, 207.
Club Activities 78, 105, 107, 206
Club Constitution 108
Club Programs 79, 82, 109, 206
Commercial Credits, The Value of *(by A. J. Reed)* 369
Commonest Words 140
Complete Theory Certificate Winners 127, 244, 292
Concentration in Writing Shorthand *(Editorial)* 331
Contest Winners of 1925 160
Contests 37, 50, 71, 142, 159, 160, 239, 244, 263, 324, 330, 341
Correcting an Error—We Beg Pardon! 270
Cross-Word Puzzles 36, 223, 228, 287
C. T. Certificate Winners 22, 244, 376
Curious Thing, A *(Editorial)* 76
Developing the Personality of the Student *(by (W. A. Robbins)* 400
Dictation Material 23, 55, 89, 119, 151, 213, 247, 311, 343, 405
Directory of Summer Schools for Teachers 303, 330, 379
Do You Plead Guilty? *(Editorial)* 245
Dupraw, Mr., Wins the World's Shorthand Championship *(by Rupert P. SoRelle)* 50
Easy Dictation 140
Editorial Comment 11, 43, 75, 115, 139, 203, 245, 301, 331, 377
Emblem Pins 376
Ethics for the Commercial Teacher, A Code of 258
Expert Medal Tests 76
Factors in the Effective Preparation for Commercial School Teachers *(by S. C. Williams)* 284
Frequent Words, The Thousand Most *(based on list compiled by Dr. Leonard P. Ayres)* 16, 48, 80, 112
Functional Secretarial Curriculum, A *(by W. W. Charters)* 3
Girls Chose Business Topics *(Editorial)* 378
Graded Readings, New Gregg Writer Edition 52
Guide for Setting Up Letters and Articles, A *(by Bertha W. Brown and Luella Armitage)* 290
Human Wastage *(by James S. Knox)* 53
Ideal Idea, The *(by Florence E. Ulrich)* 338
Index, Have You Requested Your Copy of the 416
Interest Problem, The *(by Florence E. Ulrich)* 13, 45, 78, 107, 141, 206, 239, 271, 338, 373
Is Your Shorthand Teaching Constructive or Mechanical? *(Editorial)* 301
Junior Shorthand Manual, The *(Editorial)* 115
Measurement in Commercial Education *(by E. G. Blackstone)* 195
Merit Wins—Eventually *(Editorial)* 379
Method of Training O. G. A. Contestants, My *(by Mrs. J. P. Peterson)* 244
Method of Training O. G. A. Contestants, My *(by Myra Shearer)* 341
Método Racional *(Editorial)* 44
Metropolitan District Shorthand Contest, Fourth Annual, announcement 230
More Summer Sessions Reported 330
Movies for Commercial Clubs *(by Florence E. Ulrich)* 206
Need of Commercial Education in Commercial Centers, The *(Editorial)* 377
New Commercial Education Specialist Appointed 291
New Rational Typewriting *(by Roland F. Eberhart)* 194
New York City Teachers Discuss Commercial Syllabus at Hallowe'en Luncheon 149
New York City Teachers Discuss Fundamentals of Commercial Education 299
New York State Shorthand Reporters' Golden Jubilee, A Few Words About *(by A. Alan Bowle)* 230
90% Clubs 52, 138, 255, 282, 368, 381
O. A. T. Certificate Winners 22, 244, 292, 376
Obituary: Cring, Charles C., 381; Forbes, Dr. John Franklin, 380; Heald, Edward Payson, 12; Lain, Marvin M., 302; Rowe, Dr. H. M., 381; SoRelle, Mrs. Rupert P., 76; Strumpf, Harold, 333.
O. G. A. Certificate Winners 22, 127, 292, 375
O. G. A. Ring, New 62
Oregon Agricultural College Holds Exhibit 324
Pepping Up Typing Practice *(by Myra Shearer)* 114
Photographing the Blackboard *(by Charles L. Swem)* 71
Precision Practice *(by Florence E. Ulrich)* 271
Promotion of Mr. Angus 382
Proper Training for Business *(by Otto G. Hitchcock)* 386
Psychological Factors in the Teaching of Shorthand *(by Paul S. Lomax)* 227
Psychology of Shorthand, The *(by Alice Curry)* 199, 270
"Rational" praised in Japan 203
Renew Your Subscription 403
Research Conference on Commercial Education *(report by L. C. Rusmisel)* 326
Research Conference to be held in Iowa 204
Results of the Fifth Annual Blackboard Contest *(report by Florence E. Ulrich)* 263
Save These Dates 228
Saving a Billion Dollars a Year *(Editorial)* 331
School Man Enters Law 41
School News and Personal Notes 105, 246, 333, 367
Secondary Schools Conference at Chicago 332
Secretarial-Stenographer Problem, The *(by Earl B. Morgan)* 355
Shorthand Gives Opportunity *(Editorial)* 203
Shorthand Teacher Elected Mayor 202
Shorthand, The Value of the Study of *(by Lucile Friedrich)* 42
Skill in Transcribing *(by Clay D. Slinker)* 371
Spanish in Shorthand *(by Frank E. Hart)* 281
Teacher Certificate Winners 22, 127, 244, 292, 375
Teachers, Attention! 376
Teachers' Blackboard Contest, announcement, 37, 71, 142, 159; awards, 263, 267; copy, 41; results, 263; specimens (1923, 1924, 1925) 39, (1926) 263-265.
Teachers' Certificates 10, 64, 72, 297, 402
Teaching Typewriting *(by Ruth Lawrence)* 391
Telescopes and Microscopes *(by Florence E. Ulrich)* 45
Then and Now *(Editorial)* 43
Thrift Methods of Teaching Typewriting *(by Elizabeth Starbuck Adams)* 293
Training for Business *(by Nettie E. Elliott)* 259
Training for Transcribing Ability *(by Clay D. Slinker)* 35

Training Students to See *(by Florence E. Ulrich)* 141
Transcribing, the Real Objective of the Shorthand Teacher *(by Earl W. Barnhart)*..... 67
Trend of Shorthand Progress, The *(Editorial)*.... 75
"True-False" Test, A Successful *(by Louise Pedrett)* 334, 394
Try This On Your Phonograph..... 402
T. T. Changes..... 12
T. T. Certificate Winners.....127, 244, 376
Typewriting and Transcription Speed *(by Benjamin Fromberg)* 97
Use of the Laws of Learning by Commercial Teachers, The *(by Dr. F. M. Garver)*.....99, 131
Vocabulary Practice Plan, A *(by Martha E. Bowen))* 145
Westchester Teachers Discuss Course *(by W. W. Renhaw)* 360
What Are Your Student Worth? *(by Florence E. Ulrich)* 373
What is a Fair Transcribing Speed? *(Editorial)* 139
What Kind of Dictation? *(Editorial)*..... 11
What to Do in a Commercial Club *(by Florence E. Ulrich)* 78, 107
Why Conventions? 88
Why Enter The C. T. Contest? 211

Conventions

Accountancy Congress *(Amsterdam)*..... 332
British National Gregg Association..... 330
California, Northern, Commercial Teachers' Association *(report by Mae W. Bunker)*..... 197
Central Commercial Teachers' Association, announcement 228
Chicago University Conference with Secondary Schools 332
Eastern Commercial Teachers' Association, announcement, 228; program, 231; report *(by Charles Lee Swen)* 361, *(by A. Alan Bowle, Guy S. Fry, George P. Eckels, Lloyd Bertschi, Hubert A. Hagar)*, 363.
Gregg Regional Conference *(New York)* *(report by A. A. Bowle)* 103, 146
Iowa Research Conference on Commercial Education, announcement, 204; report *(by L. C. Rusmisel)*, 326.
Iowa State Teachers' Association, *(report by A. C. Serfling)*..... 198
Michigan Schoolmasters' Club *(report by M. C. Burch)* 359
Missouri State Teachers' Association *(report by A. C. Serfling)*..... 229
National Commercial Teachers' Federation, announcement, 88; officers, 226; program, 101; report *(by Hubert A. Hagar)* 233, *(by L. C. Rusmisel, W. D. Wigent and A. C. Serfling)* 235, 274.
National Shorthand Reporters' Association Contest *(report by R. P. SoRelle)*..... 50
National Education Association Convention, program (1926), 383; report (1925), 73.
New York Ciy G. S. T. A. *(reports by A. Alan Bowle)* 149, 299, 360
New York State Shorthand Reporters' Golden Jubilee Convention *(report by A. Alan Bowle)* 230
New York State Teachers' Association, Southeastern District, Commercial Section *(report by W. W. Renshaw)* 137
Ohio State Educational Conference *(report by M. C. Burch)* 359
Southern Commercial Teachers' Association, program, 70; report *(by Ruth G. Hart)*, 268.
Vocational Education Association of the Middle West *(report by L. C. Rusmisel)* 325
Westchester County *(New York)* Commercial Teachers' Association 360

Dictation Material

Agassiz, Louis—The Swiss Boy, Key to *(by Eva Lavoie)* 351
Alaska *(from a National Geographic "News Bulletin")* 405
Best Investment, The *(by F. D. Van Amburgh, in the "San Francisco Examiner")*..... 151
Business as the Best Sport *(by H. Gordon Selfridge in the "Evening Standard")*..... 220
Business Letters *(from Gardner's Constructive Dictation)*:
Correspondence with Attorneys, 223; Discounts Wrongfully Deducted, 158; Financial, 123; "Jogging" Letters, 62; Letters to Large Users, 254; Letters to Salesmen, 26; 406; Sales Letters, 89; Traffic Department Correspondence, 318; Wrong Charge, 349.
"California—Here I Come" *(by E. Shirley Radke)* 23
Carnegie Story, A 28
Christmas Ship, An Old-Time *(by Dolores Sharp)* 124
Christmas Toys and Where They Come from *(from a National Geographic "News Bulletin")* 119
City of the Kruppe, The *(from a National Geographic "News Bulletin")* 90
Commission Contract Case,.....30, 60, 95, 126, 158
"Don'ts" in Shorthand Style, A Few..... 154
Do You Laugh? *(by Thomas Monahan in "Nuggets")* 215
Easy Dictation Exercises..153, 217, 249, 314, 346, 408
Fillers .....
23, 26, 28, 55, 57, 58, 60, 89, 90, 92, 93, 95, 96, 119, 123, 126, 151, 152, 154, 158, 159, 219, 223, *(Herbert Hoover)* 247, 248, 249, 251, 254, *(Addison)* 311, 313, 317, *(Rudyyard Kipling)* 317, 318, 319, 343, 347, 349, 351, 411, 413
Fix Your Limit *(by Jane Dixon in the "New York Telegram")* 344
Fly-away Affair, A..... 93
Football Boy, The 89
Gold *(by Mildred McGill)* 23
Great Men *(by Edward S. Martin)*..... 222
History of Decoration *(a bulletin from the National Conservation Bureau, New York City)* 343
How Sugar is Made *(from a National Geographic "News Bulletin")* 251
Japanese Stonecutter, The Little *(by Thomas Monahan in "Nuggets")*..... 92
Lesson Drills:
I-II, 25, 92, 215, III-IV, 25, 92, 215; V-VI, 26, 121, 216; VII-VIII, 56, 121, 216; IX-X, 56, 152, 248; XI, 56, 152, 248; XII, 57, 153, 249; XIII-XIV, 91, 312; XV, 91, 313; XVI, 92, 313; XVII-XVIII, 120, 345; XIX, 121, 345; XX, 121, 346; Vocabulary, 151, 407.
Liberty, Key to Statue of *(by Meta Feige)*..... 413
Lincoln, Hurrah for *(by Octavia Roberts in "The Christian Science Monitor")*..... 213
Lobster, The Voice of the *(by Elaine Parkway)* 249
New Year's—World's Oldest Holiday *(by Earle W. Gage, in "The Dearborn Independent")*..... 154
O. G. A. Test Keys:
May (1925), 29; June, 58; September, 93; October, 124; November, 154; January, 251; March, 347; April, 411.
Our Country *(by Edward Everett Hale)*..... 408
Our Defenders *(from San Jose "Mercury Herald")* 406
Peacetime Patriotism *(by Harvey A. Roser in the "Morning Oregonian")* 89
Peace Year Breaks Explosives Record *(by F. J. Byrne in "The Nation's Business")*..... 221
Police Court Case, A.....222, 254, 318, 351, 411
Psychology and Candy *(by Ellsworth Biggs, in "Business")* 124

Relax! 312
Return of the Spokanees, The *(by Lorna D. Brown)* 313
Romance in the Canning Industry *(from "Current Opinion")* 317
Roosevelt on Leadership 406
Saving Means Success *(by Marshall Field)* 248
Secretary's Chair, The 55
Selling the Squeal *(by Harry Botsford in "Business")* 247
Short Stories in Shorthand 30, 62, 96, 126, 159, 223, 255, 319, 351, 414
Silver Fox, A Golden Story of the *(by Robert G. Hodgson)* 122
Snails as Barometers *(by W. R. Reinicke, in "Sction and Invention")* 57
Snow on the Moors 151
Speaking English in England *(by A. W. Ferrin)* 29
Storms Make Mariners *(by F. D. Van Amburgh in the "San Francisco Examiner")* 57
Supplementary Lesson Drills 92, 121, 152
Surely Our Hearts Ought to Sing 95
Telephone, 1876-1926, Fiftieth Birthday of the 311
Time Worth More 59
Vocabulary Sentence Drills 151, 407
"Wanted—A Man" *(from the "San Jose Mercury-Herald")* 253
Wayne-Wasey, Go-Getter *(by J. R. Sprague)* 27, 58 94
What Causes An Earthquake? *(from a National Geographic "News Bulletin")* 349
What Makes Life Interesting 60
Where Sunshine and Clouds Mean Dollars and Cents *(from a National Geographic "News Bulletin")* 311
Whither the Wind Bloweth 120
Winter Girl, The Gregg *(by Elsie Carlson)* 217
Your Servant or Your Master? *(from a Northwestern University Bulletin)* 350

Editorial Comment

Americans Invited to British N.G.A. Meeting 330
Commonest Words 140
Concentration in Writing Shorthand 331
Curious Thing, A 76
Do You Plead Guilty? 245
Easy Dictation 140
Girls Chose Business Topics 378
Gregg Expert Medals, First Tests for 76
Is Your Shorthand Teaching Constructive or Mechanical? 301
Junior Shorthand Manual, The 115
Merit Wins—Eventually 379
Método Racional 44
More Summer Sessions Reported 330
Need of Commercial Education in Commercial Centers, The 377
Obituary 12, 76, 302, 380
"Rational" Praised in Japan 203
Saving a Billion Dollars a Year 331
Shorthand Gives Opportunity 203
Then and Now 43
Trend of Shorthand Progress, The 75
T. T. Changes 12
What is a Fair Transcribing Speed? 139
What Kind of Dictation? 11

Personal Notes

Aldworth, Mr. and Mrs. Frank 105
Andrew, Sister M. 367
Angus, W. C. 382
Anthony, Sister M. 367
Auld, Mary L. 105
Brown, C. I. 105
Carkin, Seth B. 105
Collins, Agnes 105
Cradit, Raymond 105
Cring, Charles C. *(obituary)* 381
Daly, Mary 105
Dolan, Florence 367
Evans, Helen W. 51
Forbes, Dr. John Franklin *(obituary)* 380
Fromberg,, Benjamin 367
Fujita, F. 204
Gorgi, Asa 105
Greeley, Harold Dudley 41
Grover, Chester M. 279
Heald, Edward Payson *(obituary)* 12
Hein, Dr. Henry E. 367
Hesser, J. H. 333
Higley, Miles M. 368
Holstein, S. 367
Iwai, S. 204
Lain, Marvin M. *(obituary)* 302
Malott, J. O. 291
Miller, Jay W. 52
O'Brien, James E. 52
Porter, Mrs. Edna 333
Rasmussen, Walter 333
Rowe, Dr. H. M. *(obituary)* 381
Scanlon, Gregory J. 202
Sherman, M. P. 246
SoRelle, Mrs. Rupert P. *(obituary)* 76
Squires, Mrs. Edith 368
Strumpf, Harold *(obituary)* 333
Swiggett, Dr. Glen Levin 291
Turner, Bernice 105
Walters, R. G. 367

Portraits and Cuts

Basic Shorthand Vocabulary of the Most Common Words:
Lessons: I-II, 208; III-IV, 209; V-VI, 240; VII-VIII, 241; IX, 288-289; X-XI, 336; XII-XIII, 337; XIV, 384; XVI-XVII, 385.
Bay Path Institute 262
Blackboard Specimens 39, 263-265
Blackwell, W. C., Contest Notes of 263
Blakeslee, T. A. 226
Dalles, The, High School Efficiency Club Program 82
Drills 21, 47, 84, 111, 143, 210, 242, 273, 340, 374
Dupraw, Martin J. 51
Edmondson, C. W. 268
Evans, Helen W. 51
George, Guy G., Contest Notes of 264
Griest, J. P., Contest Notes of 265
Heaney, Herbert M. 226
Hunt, Rutheda A., Blackboard Notes of 39
If A Teacher Meet A Teacher *(song)* 41, 159
Japanese School Circular, Facsimile of 205
Jones, Lloyd L. 226
Leach, Bert, Contest Notes of 265
Lessenberry, D. D. 226
Lindabury, Irwin L. 364
Mahaffy, Marie, Contest Notes of 264
Malott, J. O. 291
Mangan, Norah T., Contest Notes of 264
Miller, C. G., Contest Notes of 265
National Commercial Teachers' Federation Officers 226
O. G. A. Contest Copy 210
O. G. A. Penmanship Drills 21, 47, 84, 111, 143, 210, 242, 273, 340, 374
O. G. A. Test Copy 374
Peterson, Mrs. J. P., Blackboard Notes of 39
Proffitt, H. D. 226
Progressive Speed Measure 9
Ross, J. Walter 226
Rude, W., Blackboard Notes of 39
Swem, Charles Lee 51

Teachers' Blackboard Contest Specimens (1923-1924-1925) 39; (1926) 263-265.
Thousand Most Frequent Words, The *(based on Ayres List) (notes by Louis A. Leslie)*.....16-17, 48-49, 80-81, 112-113
Tibbets, Frank A. 365
Wheeler, Willard J. 226
Yoder, Claude M. 226

School News

Bay Path Institute..... 262
Beacom College 368
Bryant and Stratton College *(Manchester, N. H.)* 333
Charleston High School *(Boston)*..... 279
Contests 37, 50, 71, 142, 159, 160, 239, 244, 263, 324, 330, 341
Gregg Adoptions in Great Britain..... 105
Grove City College..... 367
Hesser Business College..... 333
International O. G. A. Society..... 105
Kelsey-Jenney Commercial College..... 368
Knox School 52
Los Angeles Catholic Girls' High School..... 367
New Commercial Education Specialist Appointed 291
New York University..... 367
Northwestern Business College..... 368
Oregon Agricultural College..... 324
Packard Commercial School..... 105
School Man Enters Law..... 41
School Papers:
Crozier, The, 367; Gregg Journal, The, 367; Japanese School Circular, 204; Maverick, The, 333.
Shorthand and Typewriting Contests:
California, 162; Colorado, 168; Connecticut, 169; Idaho, 169; Illinois, 171; Indiana, 173; Iowa, 174; Japan, 175; Kansas, 175; Maine, 176; Massachusetts, 176; Metropolitan District, New York City, 330; Michigan, 177; Minnesota, 178; Missouri, 178; Nebraska, 179; New Jersey, 180; New York, 181; Nicaragua, 182; O. G. A., Annual, 239; Ohio, 183; Oklahoma, 185; Oregon, 185; Pennsylvania, 187; Porto Rico, 189; Salvador, 189; Teachers' Blackboard, 263; Utah, 189; Washington, 190; Wisconsin, 191.
Summer Schools 246, 303, 330, 379
Tokyo Foreign Language Association School..204-205
University of Florida..... 105
University of Nevada, Summer Session.....246
Winthrop College 105

The way to keep the greatest things in life is to give them away. The singer his voice, the poet his song, the artist his imagination, the strong man his muscle, and every man his personality. Success does not operate apart from personality.—*C. H. Holcomb.*

Learning to Typewrite

(With a Discussion of the Psychology and Pedagogy of Skill)

***By* Dr. W. F. BOOK**
Professor of Psychology, Indiana University

"Learning to Typewrite" presents the most careful and complete scientific analysis of the learning process that has ever been made, and represents a permanent contribution to psychology in general and to the psychology and pedagogy of learning in particular.

Part I presents the general psychology of skill and the laws which govern its acquisition in every field.

Part II presents the results of a detailed scientific analysis of one particular instance of learning—the processes involved in the learning of typewriting. The facts revealed by this analysis are separately set forth to demonstrate by a concrete example how any instance of learning may be analyzed in order to obtain the facts that are needed to evolve the most efficient and economic method of directing learners of that subject.

Part III presents on the basis of these facts the specific rôle which the teacher plays in the most expeditious learning, setting forth in detail the exact kind and amount of direction that a teacher should give to his learners to make their progress most economical and sure.

This treatment of one fundamental type of learning should prove especially useful and interesting.

(1) To teachers of this and other subjects who desire to improve their own methods of instruction. These will find described in Part II of the book a method and technique that may be used to analyze the particular school subject or type of learning which they are called upon to direct, also many facts in Parts I and III that will assist them in evolving a more efficient method of instruction.

(2) In special training courses for teachers where an intensive study of the learning process is being made.

(3) To psychologists and those interested in the psychology of learning or in the acquisition of skill. A scientific study of the learning process therefore provides one of the best means of investigating these mental functions in their most real and dynamic aspects.

The Psychology of Skill

Dr. Book is well known to teachers of typewriting and to psychologists everywhere through his earlier publication, "The Psychology of Skill." Originally published in 1904, this work was very soon out of print. Teachers of educational psychology who wished to assign it to their classes called for it in vain; investigators who wished to refer to it were unable to obtain copies; teachers of typewriting have likewise been unable to secure it. In the attempt to meet this demand, which has been growing greater as years have passed, the book has now been thoroughly revised and reprinted. This scientific study has long been regarded as a standard piece of work. It has aroused interest in three respects: (1) because of the contribution that it makes to knowledge about the learning processes; (2) as a sample of a type of analysis that ought to be employed in the study of all human activities, particularly vocational activities; (3) because of the intrinsic value of the facts about typewriting which it reveals.

Owing to the nature of these books we are unable to submit free examination copies. On orders received from teachers, however, the regular school discount will apply.

Learning to Typewrite..... $2.80
The Psychology of Skill..... 2.00

THE GREGG PUBLISHING COMPANY

New York Chicago Boston San Francisco London

Put the Guaranteed

LITTLE GIANT

ELECTRIC ERASER CLEANER

to Work in Your School

Price, $32.50

The Little Giant is a modern hygienic device that should be in every school. Put this accepted aristocrat of blackboard eraser cleaners to work in your school under our guarantee of satisfaction.

THE Little Giant has been tested by continuous use in thousands of schools throughout the country. It has proved to be efficient in all respects, noiseless, dustless, simple and swift in its operation. It is guaranteed to clean blackboard erasers to your entire satisfaction—or your money will be refunded.

The Little Giant is operated by a Universal motor, adapted to all electric currents; it is provided with nine feet of Underwriters' lamp cord with Universal plug ready to attach to any convenient lamp socket. Strongly made of malleable iron and aluminum, its weight is but eight pounds and can be shipped by parcel post. *Address Dept. Y.*

JAMES LYNN COMPANY
14 E. Jackson Boulevard Chicago

THE LITTLE GIANT ELECTRIC ERASER CLEANER
Silent - Swift - Dustless - Simple - Inexpensive